



Department of Energy
National Nuclear Security Administration
Washington, DC 20585

April 4, 2001

MEMORANDUM FOR ALL NNSA FEDERAL, CONTRACT, LABORATORY
EMPLOYEES

FROM: STEPHEN D. MATTS
EXECUTIVE STAFF DIRECTOR

SUBJECT: USE OF NNSA LOGO

The U.S. Department of Energy's National Nuclear Security Administration (NNSA) has an official logo. The widely seen NNSA logo has received formal approval from the Commission on Fine Arts. I encourage you to use the logo on presentations, on printed material distributed to your stakeholders, customers, and media representatives, on employee business cards, and so forth. The logo is not, however, authorized for use on a letterhead at this time.

As well, I would ask that all cognizant NNSA offices, sites and laboratories reference the organization in their correspondence, media releases and other printed materials. Appropriate first use is, "U.S. Department of Energy, National Nuclear Security Administration (NNSA)." Thereafter use either the acronym NNSA, the name spelled out, or 'the Administration.'

We are in a time where building our corporate identity is important. Congress established this organization with a focus on a new corporate approach to assure the safety and reliability of our nation's enduring stockpile. They want to see better protection of our facilities, people, and information. Halting the spread of nuclear materials and developing methods to protect our country from weapons of mass destruction were important missions given to us when we were formed.

As we move forward to accomplish these goals as a team, let us show the world who is doing this work. Be proud of the important tasks given to us by Congress when they established this organization. I know that a logo does not make an organization. It can, though, reflect the pride, quality, and attention paid to the mission when people see it.

Within a few days, copies of the logo will be made available for your use. If you have questions about the use of the logo, or do not receive a copy within your organization, please contact Gary Lyttek at 202-586-8304.



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